

## **BUSINESS MEETING MINUTES FOR MAY 25, 2016**

### **Chairman**

Ellen Kirschbaum

### **Board Members Present**

Sandra Lines

Brian Livingston

Laura Steele

C.T. Wright

### **Staff Present**

Terry Adriance

### **Guests(s)**

Herb Haley

### **Call to Order**

All Board members are present.

### **Approval of February 3, 2016 Board Meeting Minutes**

It was motioned by Board Member Laura Steele to accept the February 3, 2016 meeting minutes; second by CT Wright, motion carried unanimously.

### **LEAN Project/AIMS-2 (Automated Inmate Management System)**

Executive Director provided a brief introduction of the collaboration between the Arizona Department of Corrections (ADC) and the Arizona Board of Executive Clemency's (AZBOEC) LEAN Project. The project goal is to improve and reduce the process time from the date on which ADC serves the revocation warrant to the offender to the date on which the revocation hearing is conducted by AZBOEC. Herb Haley presented the greater details of the project including pilot begin and end dates. Board members discussed some concerns relating to electronic voting to which Counsel Gibson responded and the topic is open to further discussion. Mr. Haley also utilized this time to inform the Board of ADC's development of the AIMS-2 web-based database which will convert ADC's current process to an all-electronic format. AIMS-2 will include electronic options of the Board's choosing to assist in some Board operations. Administrative staff, Patrick Fjeld provided a mock set-up of how the Warrants will appear in a web based format, however the Board will work with and provide to the Executive

Director and to Patrick, their feedback as to what will suite their needs. The Chairman expressed appreciation for Mr. Haley's participation/presentation to the Board.

#### *Monthly Statistical Report through April 2016*

Details of April statistics were provided by the Executive Director and the complete statistic report showcasing July 2015 through April 2016 was made available to the Board. Highlight of April stats revealed a significant number of commutation of sentence applications waiting to be placed on the schedule and/or in process mode. The Executive Director stated that the number has been significantly reduced through the aggressive hearing schedule currently taking place in May.

#### *Monthly Financial Report through April 2016*

The Executive Director described actual expenditures through April and pointed out the projections for the remaining months of the fiscal year including the "13<sup>th</sup>" month. Board member Sandra Lines expressed her opinion on the set-up and viewing of the Cash Flow Report; item details, etc. The Board is well within the agency appropriation including the upcoming expenditures for CCS project and installation of safety rail in the board room.

#### *Personnel Update*

The Executive Director updated the present status of recent employee separation, new re-hire, and shift in employee area responsibilities.

#### *Hearing Recordings*

The issue of missing hearing audio recordings and the impact it created for the administrative side of the house as well as affecting the ability to reproduce recordings if a public records request were to be submitted was discussed by the Executive Director; assigned recorder will need to ensure proper recording activity.

#### *Board Room Technology*

CCS submitted a quote for the relocation/installation/wiring of the board room existing projector screen from the East wall to the West wall. The Board has agreed to proceeding with this project and the goal to complete it is by end of fiscal year; June 30<sup>th</sup>. The discussion on replacing the existing audio recording system will be tabled for future discussion after a quote has been received. ADC provided the Board with "loaner" laptop computers in an effort to assist training as it applies to the LEAN Project. A quote to purchase our own laptops has been submitted to CSB; we are waiting for a PO. The purchase may have to wait until the new fiscal year begins if the requested PO cannot meet the fiscal year-end deadline.

### *Board Hearing Document Organization*

The Executive Director discussed the existing presentation of Board packets which are currently produced by administrative staff and the need to recreate a standard organization of the packet that is in a consistent order in which documents are presented. The “new” check sheet order for Phase I and Phase II Board packets were accepted by the Board. IDD, 603L, Parole, and Pardon packets will also be reorganized through discussion with the Chairman.

### *Legislative Update*

SB1132 was passed on May 11<sup>th</sup>. ADOA is working on their processes for HR purposes in preparation for the new changes. A tentative effective date at this time is August 6<sup>th</sup>. As confirmed information is passed onto the agency, the Executive Director will notify the Board. A discussion with the Board revolved around the ability of the agency’s budget to absorb the cost of the Board’s ERE’s; the cost can be managed through the current appropriation.

### *Board Reports*

The reoccurring required reports were broadly discussed as the due dates are not until September. State agencies have not yet received notification alerts for the Annual Report, Strategic Plan, and FY Budget. As the notifications do occur, the Board will be informed so further discussion can proceed with the Board. The Five-year Review Report (last submission was 2011), is due May 31<sup>st</sup>.

### *Board Policy – Chairman and Executive Director Responsibilities*

Through discussion and further clarification, this agenda item will be tabled until the next business meeting.

### *Board Policy – Commutation #114*

The Commutation of Sentence Policy was presented to the Board with the revisions clearly visible. Revisions include: 3.2 change from three (3) months to four (4) months; 3.2.1 changed from three (3) months to (4) months; 4.2, 6.2, and 6.3 to read as follows:

*4.2 When a 603L commutation request hearing is held and if the Board’s determination is not to recommend a commutation of sentence to the Governor or that the Governor denied the recommendation submitted by the Board, then no further commutation of sentence application will be considered by the Board until three years have passed from the date of the most recent denial of the recommendation from the Board or denial by the Governor.*

*New additions: 6.2 A Phase I Hearing shall be a review of the application packet and conducted in quorum by Board members. The applicant is not present. Materials provided to the Board shall be considered in the review. The Board shall determine by vote whether or not the matter meets statutory criteria to move to Phase II.*

*6.3 A Phase II hearing shall include the participation of the applicant and any members of the public wishing to address the Board.*

7.3.1 changed from fourteen (14) calendar days to seven (7) working days.

Counsel Gibson provided clarification regarding the Board's discussion specific to 4.2. A motion was made to approve the amended revisions by Board member CT Wright, second by Board member Sandra Lines; the motion was carried unanimously.

*Call to the Public*

None

*Lobby Plaque*

The Board unanimously agreed to move forward with removing the display board in the lobby and instead replace with framed photographs to be displayed in the appropriate order of the Organizational Chart.

*Date, Time, and Location of Next Meeting*

Next Board meeting will be held on Wednesday, July 6, 2016

*Motion to Adjourn*

With there being no further business, Board member Brian Livingston requested a motion to adjourn the meeting; second by Sandra Lines, the motion carried unanimously. Meeting adjourned.

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Terry Adriance, Executive Director

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Ellen Kirschbaum, Chairman  
Dated this 25th day of May 2016